

Alcoholic Beverage Regulation Administration

Description	FY 2003 Approved	FY 2004 Proposed	% Change
Operating Budget	\$3,016,000	\$3,016,000	0.0%

The mission of the Alcoholic Beverage Regulation Administration (ABRA) is to issue alcoholic beverage licenses to qualified applicants, educate establishments in the prevention of the sale of alcoholic beverages to minors, provide training to the licensed establishments regarding the rules that govern them, and educate the community on the complaint and protest mechanisms.

The agency plans to fulfill its mission by achieving the following strategic result goals:

- Improve the process for issuing alcoholic beverage licenses.
- Improve one-stop business service to customers seeking licenses by partnering with other agencies.
- Ensure compliance with the D.C. Official Code Title 25 and Municipal Regulations Title 23.
- Partner with other agencies, including the Metropolitan Police Department and the National Capital Coalition to Prevent Underage Drinking, to combat underage drinking.
- Improve adjudicatory support processes that implement Alcoholic Beverage Control (ABC) Board decisions.

Did you know...

Telephone 202-442-4423

There are more than 1,500 alcoholic beverage establishments in the District of Columbia.

The staff has attended more than 125 civic association, Advisory Neighborhood Commission (ANC) and Neighborhood Core Group meetings.

All notifications to the ANCs, Board of Education, and Council are provided within 7 days.

Where the Money Comes From

Table LQ0-1 shows the sources of funding for the Alcoholic Beverage Regulation Administration

Table LQ0-1

FY 2004 Proposed Operating Budget, by Revenue Type

(dollars in thousands)

	Actual FY 2001	Actual FY 2002	Approved FY 2003	Proposed FY 2004	Change From FY 2003	Percent Change
Special Purpose Revenue Fund	0	1,976	3,016	3,016	0	0.0
Total for General Fund	0	1,976	3,016	3,016	0	0.0
Gross Funds	0	1,976	3,016	3,016	0	0.0

How the Money is Allocated

Tables LQ0-2 and 3 show the FY 2004 proposed budget for the agency at the Comptroller Source Group level (Object Class level) and FTEs by fund type.

Table LQ0-2

FY 2004 Proposed Operating Budget, by Comptroller Source Group

(dollars in thousands)

	Actual FY 2001	Actual FY 2002	Approved FY 2003	Proposed FY 2004	Change from FY 2003	Percent Change
11 Regular Pay - Cont Full Time	0	1,056	1,240	1,325	84	6.8
12 Regular Pay - Other	0	0	349	399	50	14.2
13 Additional Gross Pay	0	15	54	14	-40	-74.1
14 Fringe Benefits - Curr Personnel	0	180	238	276	37	15.7
15 Overtime Pay	0	113	0	50	50	100.0
Subtotal Personal Services (PS)	0	1,364	1,882	2,063	181	9.6
20 Supplies and Materials	0	24	108	80	-28	-25.6
30 Energy, Comm. and Bldg Rentals	0	0	4	4	0	0.0
31 Telephone, Telegraph, Telegram, Etc	0	0	27	27	0	0.0
32 Rentals - Land and Structures	0	0	316	316	0	0.0
34 Security Services	0	0	6	6	0	0.0
40 Other Services and Charges	0	522	405	177	-228	-56.3
41 Contractual Services - Other	0	24	3	143	140	4,368.8
70 Equipment & Equipment Rental	0	41	265	200	-65	-24.6
Subtotal Nonpersonal Services (NPS)	0	612	1,134	953	-181	-16.0
Total Proposed Operating Budget	0	1,976	3,016	3,016	0	0.0

Table LQ0-3

FY 2004 Full-Time Equivalent Employment Levels

	Actual FY 2001	Actual FY 2002	Approved FY 2003	Proposed FY 2004	Change from FY 2003	Percent Change
General Fund						
Special Purpose Revenue Fund	0	21	36	36	0	0.0
Total for General Fund	0	21	36	36	0	0.0
Total Proposed FTEs	0	21	36	36	0	0.0

Gross Funds

The proposed budget is \$3,016,000, representing no change from the FY 2003 approved budget. There are 36 total FTEs for the agency, no change from FY 2003.

General Fund

Special Purpose Revenue Funds. The proposed budget is \$3,016,000, no change from the FY 2003 approved budget. There are 36 FTEs funded by Special Purpose sources, representing no change from FY 2003.

Programs

The Alcoholic Beverage Regulation Administration is committed to the following programs:

Licensing

This division processes applications, issues licenses, and provides information to the public about the licensing process. As part of the licensing function, ABRA maintains records, provides statistics on the number, type, and location of licensed alcoholic beverage establishments, and evaluates and proposes changes in licensing processes and regulations and licensing fees.

Key initiatives associated with the licensing program include:

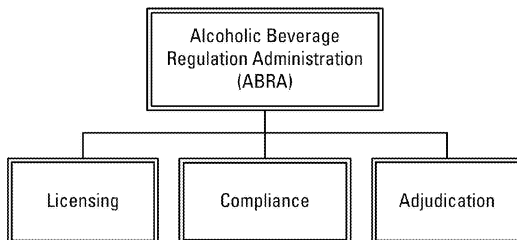
- Developing a new computer system to maintain accurate information regarding licenses.
- Developing an effective and efficient licensing process for new catering and other licenses.

Compliance/Enforcement

This division ensures compliance and enforcement of the D.C. Official Code Title 25 and Municipal Regulations Title 23. Investigators conduct routine, final, and cooperative agreement inspections of the alcoholic beverage establishments while auditors conduct fiscal audits. The investigators also examine consumer complaints, which include violations of a cooperative agreement, and review and conduct appropriate follow-up to police investigations of alleged violations of ABRA. The reports are submitted to the ABC Board for disposition. This program is being revamped to address the issue of underage drinking. The division also works closely with the National Capital Coalition to Stop Underage Drinking and college campuses.

This division conducts joint investigations with other governmental agencies, including the Metropolitan Police Department, Office of Tax and Revenue, the United States Treasury

Figure LQ0-1

Alcoholic Beverage Regulation Administration

Department, Division of Alcohol, Tobacco and Firearms, and the Federal Bureau of Investigation.

The key initiatives for the compliance enforcement program are:

- Continue the training and development of an enforcement strategy that ensures compliance with the D.C. Official Code Title 25 and Municipal Regulations Title 23.
- Continue cooperation with the ANCs and various other community groups to facilitate open dialogue between the licensed establishments and these groups.

Adjudication

This division supports the ABC Board's adjudication function by performing administrative duties and informing licensees and the public about the protest process. It monitors the status of protest hearings and cooperative agreements and notifies the parties and the public of ABC Board decisions.

The adjudication staff works in conjunction with the General Counsel staff to ensure the enactment of the ABC Board decisions and orders. This staff also works with the compliance/enforcement staff to ensure that reports are submitted in a timely fashion and to prepare and provide testimony at Board hearings.

The key initiative for the adjudication program is:

- Continue the development of an adjudication process that ensures compliance with the D.C. Official Code Title 25 and Municipal Regulations Title 23.

Agency Goals and Performance Measures

Goal 1: Develop and streamline an effective system for the issuance of ABC licenses.

Citywide Strategic Priority Area(s): Making

Government Work

Manager(s): Barbara Goodwin, Chief of the Licensing Division

Supervisor(s): Maria Delaney, Director

Measure 1.1: Percentage of solicitor and manager licenses issued within one day

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	95	95	98	98	99
Actual	98	96	-	-	-

Measure 1.2: Percentage of new licenses issued within 10 days of ABC Board approval

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	90	95	98	98	100
Actual	98	95	-	-	-

Measure 1.3: Percentage of completed one-day applications approved by the ABC Board within 10 days of filing

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	90	95	98	98	100
Actual	98	99	-	-	-

Measure 1.4: Percentage of renewal licenses issued within one business day of receipt

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	N/A	N/A	98	100	100
Actual	N/A	N/A	-	-	-

Note: Measure 1.4 previously measured the percentage of renewal licenses issued within three months. Revised 2/1/03.

Measure 1.5: Percentage of notices given to ANC office, postmarked not more than six days after the receipt of the application

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	N/A	N/A	98	100	100
Actual	N/A	N/A	-	-	-

Note: Measure 1.5 previously measured the percentage of notices given to an ANC office within seven days of receipt of the application. Revised 2/1/03.

Measure 1.6: Percentage of notices given to the ANC chairperson, at his or her address of record, postmarked not more than six days after receipt of application

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	N/A	N/A	98	100	100
Actual	N/A	N/A	-	-	-

Note: Measure 1.6 previously measured the percentage of notices given to the ANC chairperson, at his or her address of record, postmarked not more than seven days after receipt of application. Revised 2/1/03.

Measure 1.7: Percentage of notices given to the ANC member in whose single district the establishment is located, at his or her home address, postmarked not more than six days after receipt of the application

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	N/A	N/A	98	100	100
Actual	N/A	N/A	-	-	-

Note: Measure 1.7 previously measured the percentage of notices given to the ANC member in whose single district the establishment is located, at his or her home address, postmarked not more than seven days after receipt of the application. Revised 2/1/03.

Measure 1.8: Percentage of notices given to the Council within two weeks of the roll call posting date for establishments

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	N/A	N/A	98	100	100
Actual	N/A	N/A	-	-	-

Note: Measure 1.8 previously measured the percentage of notices given to the Council without specifying a time period. Revised 2/1/03.

Measure 1.9: Percentage of notices given to the Board of Education, postmarked not more than six days after receipt of the application

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	N/A	N/A	98	100	100
Actual	N/A	N/A	-	-	-

Note: Measure 1.9 previously measured the percentage of notices given to the Board of Education, postmarked not more than seven days after receipt of the application. Revised 2/1/03.

Goal 2: Maintain an efficient and effective protest hearing process.

Citywide Strategic Priority Area(s): Promoting Economic Development; Making Government Work

Manager(s): Laura Byrd, Chief of the Adjudication Division

Supervisor(s): Maria Delaney, Director

Measure 2.1: Percentage of ABC establishments notified that a protest petition has been filed against their licensure application within 3 days after the petition deadline of the roll call hearing date

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	90	95	95	98	99
Actual	93	85	-	-	-

Goal 3: Maintain an efficient and effective voluntary agreement process.

Citywide Strategic Priority Area(s): Building Sustainable Neighborhoods; Making Government Work

Manager(s): Laura Byrd, Chief of the Adjudication Division

Supervisor(s): Maria Delaney, Director

Measure 3.1: Percentage of parties to voluntary agreements notified by written order within 45 days of ABC Board approval

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	40	80	95	98	99
Actual	50	68	-	-	-

Goal 4: Maintain an efficient and effective citation hearing process.

Citywide Strategic Priority Area(s): Making Government Work; Building Sustainable Neighborhoods

Manager(s): Laura Byrd, Chief of the Adjudication Division

Supervisor(s): Maria Delaney, Director

Measure 4.1: Percentage of licensees notified in writing at least 30 days prior to the hearing date for show cause matters

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	N/A	98	98	98	98
Actual	N/A	98	-	-	-

Note: This measure was reworded for clarity. (1/3/03)

Goal 5: Maintain and further enhance the investigative and inspection process.

Citywide Strategic Priority Area(s): Making Government Work; Building Sustainable Neighborhoods

Manager(s): Maurice Evans, Chief of the Compliance Division

Supervisor(s): Maria Delaney, Director

Measure 5.1: Average number of regulatory inspections and cooperative agreement compliance checks per year

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	N/A	N/A	1700	2250	2250
Actual	N/A	N/A	-	-	-

Measure 5.2: Percentage of final inspections conducted within three days of Board approval

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	N/A	N/A	98	98	99
Actual	N/A	N/A	-	-	-

Measure 5.3: Percentage of citizen complaints and MPD incident report investigations completed within 45 days

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	N/A	N/A	90	90	-
Actual	N/A	N/A	-	-	-

Measure 5.4: Percentage of acknowledgement letters sent to citizens within 2 business days of receipt

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	N/A	N/A	95	95	-
Actual	N/A	N/A	-	-	-

Goal 6: Increase the number of inspections related to compliance of voluntary agreements.

Citywide Strategic Priority Area(s): Making Government Work; Strengthening Children, Youth, Families, and Elders
Manager(s): Maurice Evans, Chief of the Compliance Division
Supervisor(s): Maria Delaney, Director

Measure 6.1: Average number of establishments inspected to ensure compliance with the underage drinking law

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	N/A	N/A	50	100	150
Actual	N/A	N/A	-	-	-

Goal 7: Increase the number of inspections and investigations related to underage drinking.

Citywide Strategic Priority Area(s): Strengthening Children, Youth, Families, and Elders; Building Sustainable Neighborhoods
Manager(s): Maurice Evans, Chief of the Compliance Division
Supervisor(s): Maria Delaney, Director

Measure 7.1: Average number of civic association, business, Neighborhood Core, and ANC meetings attended by staff and Board members

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	N/A	N/A	150	170	-
Actual	N/A	N/A	-	-	-

Note: Includes training of CD Official Code Title 25 and DC Official Municipal Regulation Title 23

Goal 8: Enhance customer service

Citywide Strategic Priority Area(s): Making Government Work; Promoting Economic Development
Manager(s): Maurice Evans, Chief of the Compliance Division; Laura Byrd, Chief of the Adjudication Division; Barbara Goodwin, Chief of the Licensing Division
Supervisor(s): Maria Delaney, Director

Measure 8.1: Percentage of employees trained according to agency's approved individual training plan by classification

	Fiscal Year				
	2001	2002	2003	2004	2005
Target	N/A	N/A	90	95	95
Actual	N/A	N/A	-	-	-